

LOS ANGELES COUNTY COMMISSION FOR WOMEN AD-HOC LUNCHEON  
COMMITTEE

MINUTES OF TELECONFERENCE MEETING OF MONDAY, AUGUST 26,  
2013

CALL TO ORDER - 2:35 PM; Members present Chair Shevlin; Commissioners de la Rosa, Rodriguez and later Govine. Staff on line, Emma De Jesus.

I. ADMINISTRATIVE MATTERS

1. WOY timeline discussed; Emma De Jesus provided status with matters set for June be underway with working on correspondence and forms. Specifically Sponsor letter had been emailed to Committee Members; Commissioner Rodriguez had provided suggested revisions, Chair Shevlin said that she would work on same and submit to Committee for further review prior to October 1<sup>st</sup> goal for sending to prospective Sponsors, it being noted that certain past Sponsors have indicated October cutoffs for Sponsor requests for the upcoming year. Sponsorship Package was discussed; Luncheon Sponsor Application is OK with the exception of deleting "Corporate" from title. ***After the fact, I would also suggest inserting "and" Scholarship Luncheon and make consistent on all publications.*** Further discussion as to approaching Supervisors as we had done in the past to make a specific donation; Chair Shevlin stated she would also work on drafting a solicitation letter. Correspondence that does not require mailing until January was not specifically reviewed at this teleconference and will be reviewed at a later meeting.
2. Save the Date Flyer also specifically discussed; it was suggested and agreed to change the line "Reception" to Check-In Begins: 10:30 am. ***After the fact, I am also suggesting that we insert the word "and" after Awards so that the announcement reads: "Announcing the 29<sup>th</sup> Annual Women of the year Awards and Scholarship Luncheon.***
3. Journal Supporter levels and ticket price discussed; it was agreed to drop the "Honoree" designation from the title. There are to be no discounts offered on pricing of Journal adds; prices on current rates of \$1,000 full page, \$500 half page, \$250 quarter page, 125 business card and \$95 luncheon tickets and \$950 for table of 10 to stand.
4. July items have been accomplished with the forming of the Committee and naming of Chair. Discussion with Emma De Jesus

regarding the RFP's to be sent; it was requested that RFP's be sent to the Omni Hotel, Cathedral Plaza, Patina (Music Center) and Biltmore Hotel. Historic per person price differentials were discussed which had wide variations but Emma noted that lower prices did not always include some services of higher quotations. A quote for a minimum of 350 attendees will be requested and indicating a breakdown of all services provided.

5. August – teleconference conducted. Budget was reviewed and it was agreed to work within the \$27,500 estimated budget using actual numbers from last year (\$27,502.39) and noting that we are expecting reductions for the photographer, crystal awards, invitations, and luncheon journals.
6. September – with above in place, we should be in on target with September timeline. Further meeting to be confirmed in October.

Meeting adjourned 3:30 pm.